

## **NDE GMS Team**

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## New GMS Front Door – District User Guide

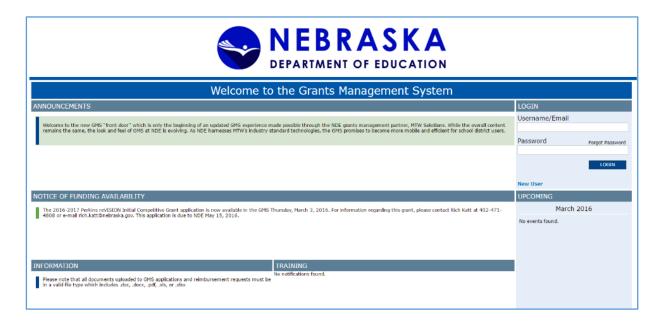
Beginning Tuesday, April 26th, users will access the Grants Management System (GMS) differently. In the past, users have logged into the NDE Portal and selected the GMS tab.



While the GMS tab in the Portal will continue to be active, the tab itself will not allow you to access to the GMS. Instead, the tab will redirect users to our new GMS front door. Ideally, the URL should be bookmarked to allow for easy, continued access outside of the Portal.

# https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx

Below is what the user will see once they have successfully landed at the login page:

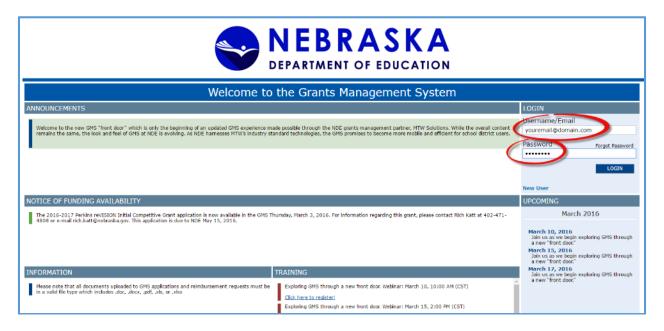


Current active GMS users will receive an email on the cutover date. The email will contain the following user information:

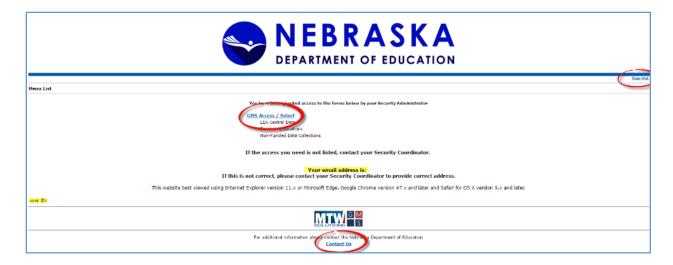
- Username
- Email
- Temporary password

The user's password will not transfer over to the new environment since it is associated with an NDE Portal account. The user's NDE Portal username and email will transfer over to the new environment. New users will only have an email, not a username, associated with their GMS access.

Current active GMS users will login with their email (or username), the temporary password provided, and click on the LOGIN button. The temporary password will prompt the user to create a new password which will be valid for 90 days.



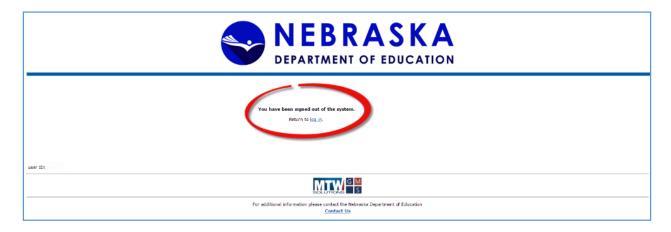
Once the user is logged in, the following screen will display:



At the present time, there are only three things users can do on this landing page: 1) Sign out, 2) Pull up the NDE Contact List, or 3) Click the GMS Access/Select link.

When this page becomes active, the user email address will be displayed following the text, "Your email address is: ". Also, the user ID will be displayed in the lower left corner following the text, "user ID: ".

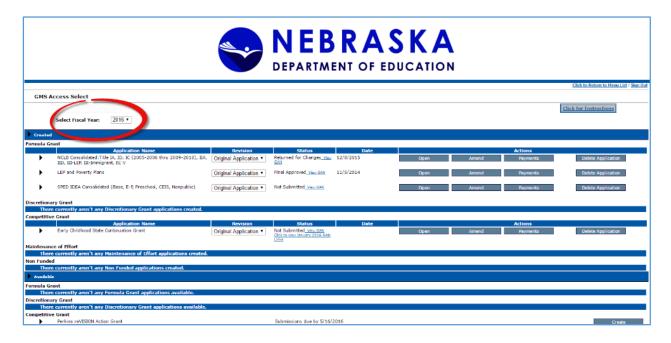
If the user selects the Sign Out link, the user is signed out and the following screen is displayed offering the user the opportunity to return to the log in screen.



If the user selects the Contact Us link, the NDE GMS Contact Information pdf list will display.

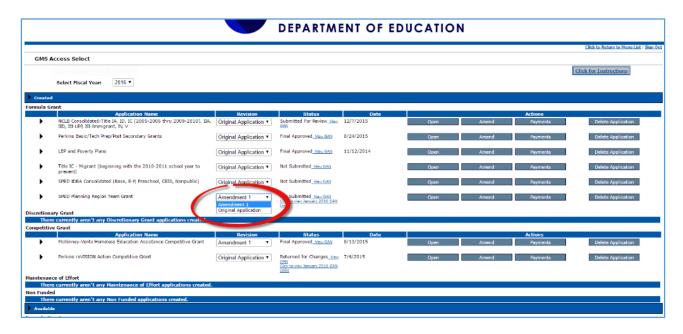
#### http://www.education.ne.gov/gms/contactlist.pdf

If the user selects the GMS Access/Select link, the user will be able to access all the grants their district has created or available for a specific school year. In the past, GMS has been "application select" driven where it displayed ALL YEARS within a selected grant. Now, GMS will be "access select" driven where it will display ALL GRANT APPLICATIONS within a selected year.

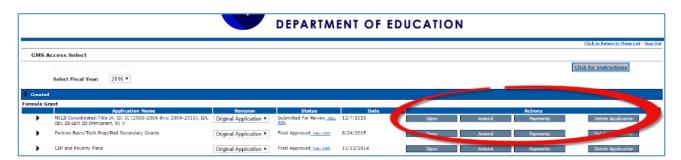


The user will be able to select a different fiscal year from the "Select Fiscal Year" dropdown list.

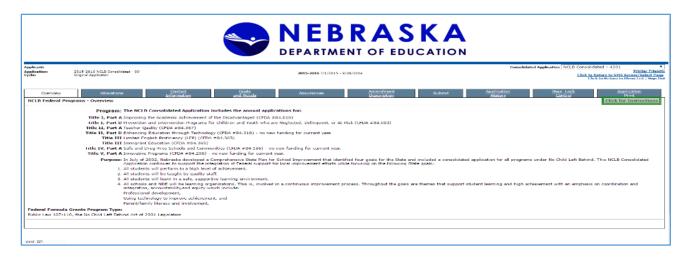
Users will also be able to select different revisions of the grant within the Revision dropdown list. The Revision dropdown displays the most current status of the grant application. For example, if a district has an amendment to a grant, the Revision dropdown would default to display Amendment 1, but the district could select the original application from the dropdown list. The Status and Date columns reflect the information selected in the Revision dropdown column.



The Actions available to a user for a particular grant include: Open, Amend, Payments, and Delete Application.



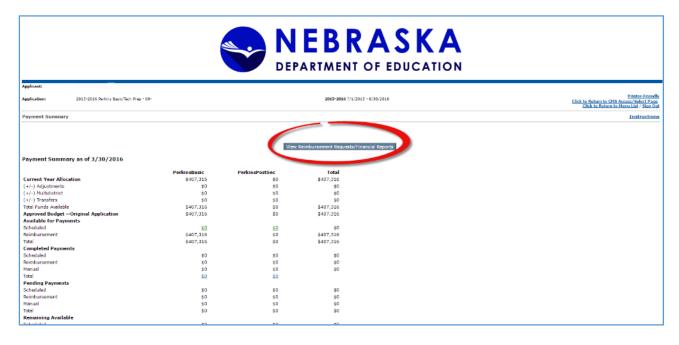
If the user selects Open from the Action buttons, the application will open to display the familiar GMS grant application screen.



If the user selects Amend from the Action buttons, and the grant amend window is still open, the application will open to display the grant application screen, but in a revision status (or cycle) of Amendment 1.



If the user selects Payments from the Action buttons, the application will open to display the familiar GMS payment summary screen.



From any of these screens, the user can return to the Access/Select screen by clicking on the "Click to Return to GMS Access/Select Page" link in the top right-hand corner.

All of the layers of GMS are processed and viewed through a single tab, therefore, it is important to note, <u>the</u> <u>maneuvering between pages should be accomplished through the selection of links and NOT the use of the back button.</u>